

DIRECT ACCESS II

Blanket Code Process in Direct Access II

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Blanket Code Process in Direct Access II

Introduction There will be instances when a blanket code will need to be added, changed, or inactivated in Direct Access II. Blanket codes in Direct Access II are created as recipient IDs via the Deduction Recipient component. Updates and inactivation of blanket codes/recipient IDs are also done in this component.

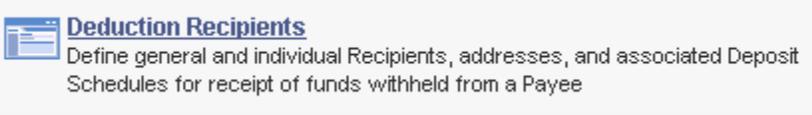
PPC (MAS) will manage the blanket codes/recipient IDs in Direct Access II. The process that updates blanket codes in JUMPS will continue to be the same and the procedures for this are documented in a separate procedural guide.

Note: Blanket codes will not be updated in Direct Access I.

How to Create a Blanket Code

The user will follow the steps below to add a blanket code/recipient ID in Direct Access II.

Note: The user must have the CG_GP_BLANKET_ADMIN role to add a blanket code/recipient ID in Direct Access II.

STEP	ACTION
1	<p>From the home page, click on the following links:</p> <p>Main Menu > Set Up HRMS > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients</p>  <p>Note: The user should make this a favorite of theirs so that they can bring this component up via their My Links without having to path to this component every time they want to access it.</p>
2	<p>Click the “Add a New Value” tab and add the blanket code. The blanket code must be 5 characters. Creating the blanket code will create a Recipient ID in Direct Access II.</p> <p>Note: Please make sure the blanket code/recipient ID doesn’t already exist. Also make sure the accounting information for the new code isn’t the same as another recipient ID that already exists.</p>
3	Click the ADD button.
4	Enter the description of the blanket code within the Description field.
5	Make sure the Status field shows Active.
6	All blanket allotments are transmitted by EFT, select Bank Transfer from the Payment Method drop down.
7	Make sure the Recipient Category field shows Individual.
8	The Country Code should show USA.

9	Enter the 9 digit routing number of the institution within the Bank ID field. Note: The institution must exist in the Bank Table in Direct Access II prior to adding the blanket code.
10	Enter the account number of the institution within the Account Number field.
11	Enter the account name within the Account Name field.
12	Make sure the Currency Code field shows USD.
13	Click the Recipient Deposit Schedule tab.
14	If needed, enter the TIN number in the Purpose 1 field.
15	If needed, enter CTX in the Purpose 2 field.
16	Click the USCG Recipient Info tab.
17	Select the type within the Account Type field. It must be Checking or Savings.
18	Click the Save button. The blanket code/recipient ID has been added to Direct Access II. An example of what the Deduction Recipient pages should look like is provided below:

Define Deduction Recipients | Recipient Deposit Schedule | **USCG Recipient Info**

Recipient ID: 00522
 *Description: Cfc Greater New Orleans Area [Address Information](#)
 Status: Active *Payment Method: Bank Transfer
 Recipient Category: Individual General

Bank Account Information

Bank Details

*Country Code: USA United States
 *Bank ID: 065000171 Whitney Bank
 Bank Branch ID:
 *Account Number: 717202607
 *Account Name: LACFC
 *Currency Code: USD US Dollar

[Define Deduction Recipients](#) | [Recipient Deposit Schedule](#) | [USCG Recipient Info](#)

Define Deduction Recipients | **Recipient Deposit Schedule** | USCG Recipient Info

Recipient ID: 00522 Cfc Greater New Orleans Area
 Deposit Schedule:
 Purpose 1: 000000720471369
 Purpose 2: CTX

[Define Deduction Recipients](#) | [Recipient Deposit Schedule](#) | [USCG Recipient Info](#)

Define Deduction Recipients Recipient Deposit Schedule **USCG Recipient Info**

Recipient ID: 00522 Cfc Greater New Orleans Area

Account Type:

[Define Deduction Recipients](#) |
[Recipient Deposit Schedule](#) |
[USCG Recipient Info](#)

How to Update a Blanket Code

The user will follow the steps below to update an existing blanket code/recipient ID in Direct Access II.

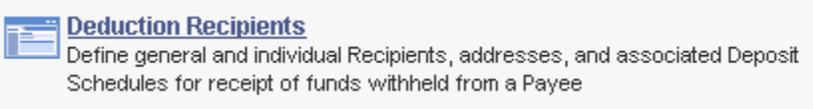
Note: The user must have the CG_GP_BLANKET_ADMIN role to update an existing blanket code/recipient ID in Direct Access II.

STEP	ACTION
1	From the home page, click on the following links: Main Menu > Set Up HRMS > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients 
2	Enter the blanket code/recipient ID within the Recipient ID field.
3	Click the Search button.
4	Update the data fields that need changed.
5	Click the Save button. Note: There is no effective dated row on the Deduction Recipient page, so the prior data that was changed will no longer exists when the Save button is clicked.

**How to
Inactivate
a Blanket
Code**

The user will follow the steps below to inactivate an existing blanket code/recipient ID in Direct Access II.

Note: The user must have the CG_GP_BLANKET_ADMIN role to inactivate a blanket code/recipient ID in Direct Access II.

STEP	ACTION
1	From the home page, click on the following links: Main Menu > Set Up HRMS > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients  The screenshot shows a blue link titled "Deduction Recipients" with a small icon of a document. Below the link, there is a description: "Define general and individual Recipients, addresses, and associated Deposit Schedules for receipt of funds withheld from a Payee". Deduction Recipients Define general and individual Recipients, addresses, and associated Deposit Schedules for receipt of funds withheld from a Payee
2	Enter the blanket code/recipient ID within the Recipient ID field.
3	Click the Search button.
4	Change the Status to 'Inactive'.
5	Click the Save button.